

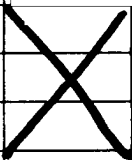

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Routing Slip

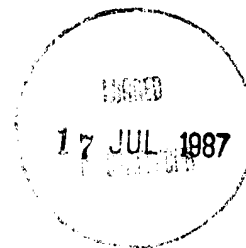
TO:	ACTION	COORD	INFO
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ADMIN			
REGISTRY			
SUSPENSE: _____ Date			
REMARKS: Please distribute widely within your organization. Effectively immediately			

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LH-SR

ER 2754-87

17 July 1987



MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
→ Director, Intelligence Community Staff

Director, Office of Congressional Affairs
Director, Office of Public Affairs
Chairman, National Intelligence Council
Inspector General
General Counsel
Comptroller

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FROM: Executive Director

SUBJECT: Preparation of Correspondence for the DCI

REFERENCE:

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1. The purpose of this memorandum is to remind all addressees of the need to follow procedures outlined in Reference with respect to all correspondence for the DCI, especially the need to indicate coordinator concurrence on all approval memoranda and the correct use of Routing and Record Sheets (pink sheets) with all correspondence.

Approval Memorandum

2. Approval memoranda (see attached sample) prepared for the DCI must have a formal signature line for each senior officer who participated in its coordination and approval. The common practice of the originator indicating the other officers concurring in the draft will no longer suffice. Concurring officers' signatures will always appear under the originator's regardless of the components and initials displayed on the Routing and Record Sheet which accompanies the document. When senior officers wish to qualify their signatures, they may do so with a short footnote or prepare a separate statement attached to the approval memorandum.

Routing and Record Sheet

3. The Routing and Record Sheet (pink sheet) facilitates the handling of internal Central Intelligence Agency documents and correspondence. It can only serve this vital purpose if it is used properly. The instructions below regarding the proper use of the Routing



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and Record Sheet elaborate on -- and in the case of paragraph 5, modify -- those contained in Reference. Documents covered by incomplete or improperly prepared Routing and Record Sheets henceforth will be returned to the originating office undelivered by the Executive Secretary.

- All components involved in the review and coordination of correspondence for the DCI's approval must be listed on the Routing and Record Sheet as an intermediate addressee.
- The name or title of each officer/component listed on the Sheet should be spelled out in full, no acronyms or puzzling strings of initials.
- Each officer/component must fill in the date-received and date-forwarded boxes; we have reached the point where these boxes often are left blank.
- The officer's initials box must be filled in with clear initials, no check marks.

4. The Comments column is exclusively for the use of intermediate addressees other than concurring or approving officers. Intermediate addressees can use this column for any comment they care to make.

5. The Comments column is not to be used by the originating officer/component to summarize or provide further explanation. This should be done, if necessary, in a separate memorandum or note.



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Attachment:
Sample of memorandum for DCI approval

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